

Office of the Attorney General

Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
jobs@atg.state.in.us
317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

SECTION CHIEF - MEDICAL LICENSING CONSUMER PROTECTION DIVISION

The Section Chief is responsible for the supervision of all attorneys, supervisors, and support staff for the Medical Licensing Section, Consumer Protection Division. The Section Chief must be able to handle a caseload, as well as possess the requisite knowledge for a caseload. The Section Chief must also have the ability to practice before administrative review boards. This position reports to the Director/Chief Counsel of Consumer Protection Division.

Duties include:

- Direct supervision of attorneys, including assignment of cases, litigation strategy, review of hearing performance, and file work, scheduling and running biweekly meetings, and being available for weekly conferences with each attorney supervised, completing annual evaluations, recommending promotions, discipline, or termination, and maintaining a professional and positive relationship with each attorney supervised.
- Manage all Medical Licensing supervisory, support staff, and contract staff; including review of work performance, being available for weekly meetings, completing annual evaluations, promotions, discipline, or termination.
- Oversight of all day-to-day operations of the Medical Licensing Section, including the organization and progress of investigations, analysis and disposition of investigation files and Administrative Complaints regarding licensed professionals. Recruit, interview, and oversee training for new staff and the enrichment training of all staff.
- Monitor and improve systems for the routine processing of investigative and litigation cases within the Section.
- Act as a liaison with all agencies and public regarding Medical Licensing issues.
- Perform other legal and administrative tasks at the direction of the Chief Counsel, Director of Consumer Protection Division.

All eligible candidates for this position will make a three-year verbal commitment to the Office of the Indiana Attorney General.

Qualifications:

- Admitted to Indiana Bar.
- Ability to communicate effectively, both orally and in writing.
- Ability to positively motivate people.
- Demonstrated excellence at current/previous job assignments.

- Organizational skills sufficient to control large caseload are required.
- Outstanding work ethic.
- Ability to analyze procedures and recommend and implement creative solutions to problems.
- Familiarity with rules of evidence and trial procedures.
- Capable oral advocacy in both courtroom and appellate settings. Ability to work with and manage other attorneys and support staff in and out of court.
- Ability to work well with clients, witnesses and staff; awareness of public relations and political implications of high-profile cases.
- Strong sense of ethics, awareness of potential conflicts of interest that arise in public sector, adherence in all respects to Rules of Professional Conduct and State ethics rules.
- Working knowledge of Westlaw, and Microsoft computer programs.